



## POSITION DESCRIPTION

Victorian College of the Arts  
Faculty of Fine Arts and Music

### Tutor in Production (Technical)

POSITION NO	0047592
CLASSIFICATION	Tutor, Level A
SALARY	\$75,289 – \$102,163 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time or Full time
BASIS OF EMPLOYMENT	Fixed Term or Continuing
OTHER BENEFITS	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a>
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Lisa Osborn Email <a href="mailto:lisa.osborn@unimelb.edu.au">lisa.osborn@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

Production at the VCA encompasses all aspects of design and technical production for live performance – set & props, costume, sound, lighting, digital media & projection, and stage management. The Tutor in Production (Technical) will contribute to the delivery of teaching programs in the field of Technical Theatre, including Lighting and/or Sound and/or Digital Media & Projection, and other areas of Production where appropriate. The role will support the Faculty in the achievement and further development and enhancement of its Purpose and Vision and undertake academic coordination and associated administrative responsibility.

The appointee will be an outstanding and well-respected professional and academic with the vision and capacity to help shape and build the teaching within the VCA Production programs and related areas.

Key components to this role will be the demonstrated ability to influence and stimulate the student experience through utilising a range of learning and teaching initiatives and supervising students on VCA productions. The incumbent will work with colleagues across the Faculty to refine and enhance the student experience, developing and delivering programs and initiatives.

This is an Academic Teaching role where you will be expected to promote teaching partnerships and collaboration within the Faculty, University and external organisations at state and national levels. The appointee will contribute to teaching excellence at both undergraduate and postgraduate levels and be involved in course development and in the delivery of a high-quality teaching program.

The position reports to and is accountable to the Head of Production and will contribute to the overall artistic leadership, development and management of Production.

## ***1. Key Responsibilities***

### **1.1 TEACHING AND LEARNING**

- ▶ Successfully prepare and deliver lectures, seminars and practice-based classes at undergraduate and postgraduate levels.
- ▶ Conduct tutorials, practical classes, demonstrations, workshops, student field excursions, and/or studio sessions.
- ▶ Effectively supervise and mentor students on VCA productions.
- ▶ Initiate and develop high quality subject materials.
- ▶ Undertake consultation with students and marking and assessment as appropriate.
- ▶ Undertake subject coordination and administrative tasks associated with the subjects taught.
- ▶ Effective management and coordination of casual staff members.
- ▶ Develop and supervise Breadth subjects, where appropriate.
- ▶ Contribute to curriculum development with appropriate consultation with other members of the discipline group.
- ▶ Analyse learning needs of students and identification of appropriate approaches to teaching.
- ▶ Develop ways to improve practice by obtaining and analysing feedback.
- ▶ Embed reflective practice within all aspects of teaching.
- ▶ Maintain currency with the latest ideas in the discipline and for teaching the discipline.

- ▶ Engage in scholarly activity to support, enable and disseminate teaching practice into the discipline and Faculty.
- ▶ Attend conferences related to teaching and learning and incorporate those learnings into practice.
- ▶ Identify and secure sources of funding to support collaborative projects relating to effective teaching practice in the discipline.
- ▶ Engagement in subject or professional pedagogy research as required to support teaching activities.

## 1.2 LEADERSHIP AND SERVICE

- ▶ Contribute to developing links with the profession and other universities, both nationally and internationally, to support best practice teaching and learning within the discipline.
- ▶ Effectively liaise with external industry networks to foster collaborative partnerships.
- ▶ Contribute to the intellectual debate within the Faculty and also within the profession and discipline.
- ▶ Actively contribute to Production and/or faculty meetings and undertake coordination of subjects and programs as required and commensurate with the academic level of Lecturer.
- ▶ Participate in program planning and delivery within budget and in alignment with the Faculty's Vision, Purpose and Strategic Business Plans.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ Established reputation primarily in technical theatre, with a breadth of experience and demonstrated record of excellence in professional practice across a variety of live performance art forms
- ▶ Professional experience and the ability to teach into other areas of VCA Production which could include: Production Management, Lighting and/or Sound and/or Digital Media & Projection
- ▶ Appropriate teaching experience in a higher education context where applied practice is core to the student experience.
- ▶ Experience in developing resource materials for learning and teaching
- ▶ Demonstrated capacity for teaching excellence at the undergraduate and postgraduate level
- ▶ Demonstrated ability to integrate understanding of current industry standards, processes and protocols into training.
- ▶ Demonstrated ability to contribute to curriculum design and subject coordination
- ▶ High level organisational and administrative skills, and strong interpersonal skills
- ▶ Ability to work as a member of a team and manage time effectively

### 2.2 DESIRABLE

- ▶ Professional experience utilising digital technologies in the stage and/or screen industries.

### ***3. Equal Opportunity, Diversity and Inclusion***

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence.

### ***4. Occupational Health and Safety (OHS)***

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

### ***5. Other Information***

#### **5.1 VICTORIAN COLLEGE OF THE ARTS**

Further information about the Victorian College of the Arts can be found at <http://vca.unimelb.edu.au/>

#### **5.2 FACULTY OF FINE ARTS AND MUSIC**

Further information on the Faculty of Fine Arts and Music can be found at <http://finearts-music.unimelb.edu.au/>

### 5.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

### 5.4 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

### 5.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>